

DUCivR 10-1 GENERAL FORMAT OF PAPERS

Approved by the Rules Committee on March 9, 2010 and released for comment on the website on March 11, 2010

Reporter's Note: The rule has been amended to require that submissions to the court be made in either Arial or Times Roman fonts, no smaller than twelve point.

(a) Form of Pleadings and Other Papers.

Except as otherwise permitted by the court or a magistrate judge for institutionalized persons, all pleadings, motions, and other papers:

- (1) presented for filing in person or by mail must be on 8 ½ x 11 inch white paper of good quality, with a top margin of not less than 1½ inch, all other margins of not less than 1 inch, and impression only on one side of the paper. Such originals must be flat and unfolded; or
- (2) transmitted for filing through the court's electronic filing system must conform to the ECF Procedures.

Where required, copies of all originals must be prepared by using a clearly legible duplication process; copies produced via facsimile transmission are not acceptable for filing with the court. Text must be typewritten or plainly printed and double-spaced except for quoted material and footnotes. Exhibits attached to the original of any pleading, motion, or paper shall not be separately tabbed with dividers, but an 8 1/2 x 11-inch sheet shall be inserted to separate and identify each exhibit. Judges' copies of pleadings and exhibits may include tabbed dividers for the convenience of chambers. Each page must be numbered consecutively. The top of the first page of each paper filed with the court must contain the following:

Counsel Submitting, e-mail address, and Utah State Bar Number²

Attorney For

Address

Telephone

IN THE UNITED STATES DISTRICT COURT
DISTRICT OF UTAH, _____ DIVISION

Name of Case Case No. w/ District Judge Initials

Title of Document

Magistrate Judge's Name (When Applicable)

Proposed orders submitted to the court must comply with DUCivR 54-1. Such orders must be prepared and submitted as separate documents, not attached to or included in motions or pleadings. All documents served or filed after the commencement of a case must include the properly captioned case number. For example:

Central Division Civil Cases 2:07CV0001DB

Northern Division Civil Cases 1:07CV0001DB

Central Division Criminal Cases 2:07CR0001DB

Northern Division Criminal Cases 1:07CR0001DB

Legend: 2 = Central Division

1 = Northern Division

07 = Calendar Year

CV = Civil Case

CR = Criminal Case

0001 = Consecutive Case Number

DB = Assigned Judge

The title of each document must indicate its nature and on whose behalf it is filed. Where jury trial is demanded in or by endorsement upon a pleading as permitted by the Federal Rules of Civil Procedure, the words "JURY DEMANDED" must be placed in capital letters on the first page immediately below the title of the pleading. Where a matter has been referred to a magistrate judge, the caption for all motions, pleadings, and related documents in the matter must include the name of the magistrate judge below the title of the document.

(b) **Font Requirements:**

The required font type is Times New Roman or Arial and the font size must be a minimum of 12, including footnotes, although larger font sizes are acceptable. All page limits as set forth in these rules apply, even if a party elects to use a font size larger than 12.

(c) Examination by the Clerk.

The clerk of court will examine all pleadings and other papers filed and may require counsel to properly revise or provide required copies of pleadings or other papers not conforming to the requirements set forth in these rules.